

## NOTICES OF PUBLIC INFORMATION

Notices of Public Information contain corrections that agencies wish to make to their notices of rulemaking; miscellaneous rulemaking information that does not fit into any other category of notice; and other types of information required by statute to be published in the *Register*. Because of the variety of material that is contained in a Notice of Public Information, the Office of the Secretary of State has not established a specific format for these notices.

### NOTICE OF PUBLIC INFORMATION

#### ARIZONA DEPARTMENT OF ADMINISTRATION STATE PERSONNEL SYSTEM

[M13-17]

- 1. Name of the agency:** Arizona Department of Administration (ADOA)  
**2. Title and its heading:** 2, Administration  
**Chapter and its heading:** 5, Department of Administration, State Personnel System  
**Subchapters and their headings:** A, Covered and Uncovered Employees  
B, Covered Employees (Sections may be added, deleted or modified as necessary).

**3. The public information relating to the listed Subchapters:**

Laws 2012, Ch. 321 established the State Personnel System and granted authority to the Arizona Department of Administration (ADOA) to adopt rules relating to personnel and personnel administration for both covered and uncovered employees in the State Personnel System. To facilitate the rulemaking process, Laws 2012, Chapter 321, § 170, paragraph A, gives ADOA exempt rulemaking authority until April 30, 2013, and requires ADOA to provide at least two opportunities for public comment prior to implementing or changing any rule during the exemption period. The rules for the State Personnel System were implemented effective September 29, 2012.

The purpose of this notice is to advise the public that ADOA is considering changes to several rules in Title 2, Chapter 5 to improve clarity and understandability of the rules, and to request public comments prior to publishing draft revisions.

The rules that ADOA anticipates revising are listed below by Section number and their headings:

- R2-5A-307 Appointment
- R2-5A-402 Salary Administration
- R2-5A-501 Standards of Conduct
- R2-5A-B602 Annual Leave
- R2-5A-B604 Administrative Leave
- R2-5B-102 Applicability
- R2-5B-205 Change from Covered to Uncovered Service
- R2-5B-602 Reduction in Force Procedures

Sections may be added, deleted or modified as necessary. ADOA intends to post draft rule revisions on the Department web site at [http://www.hr.az.gov/PolicyLegislativeAffairs/PLS\\_Rules.asp](http://www.hr.az.gov/PolicyLegislativeAffairs/PLS_Rules.asp) under "Rulemakings in Progress" on or before February 25, 2013, at which time ADOA will provide a second opportunity for comment prior to changing the rules. ADOA intends the rule revisions to be finalized by April 13, 2013.

**4. The name, address and telephone number of agency personnel to whom questions and comments on the rules may be addressed:**

Name: Christine Bronson, Manager  
Address: Arizona Department of Administration, Human Resources Division  
100 N. 15th Ave.  
Phoenix, AZ 85007  
Telephone: (602) 542-5482  
Fax: (602) 542-2796  
Email: Christine.Bronson@azdoa.gov

**5. The time during which the agency will accept written comments and the time and place where oral comments may be made:**

**Notices of Public Information**

The rulemakings are exempt from the Administrative Procedures Act and no hearings will be held. Written comments to this Notice of Public Information must be received no later than 5:00 p.m. on February 15, 2013. Please provide comments on the comment form posted on the web site at: [http://www.hr.az.gov/PolicyLegislativeAffairs/PLS\\_Rules.asp](http://www.hr.az.gov/PolicyLegislativeAffairs/PLS_Rules.asp) under "Rulemakings in Progress" or to the contact information provided in Item #4.